

FLIGHT PROJECTS DIRECTORATE
STATUS REVIEW PACKAGE (SRP)

**FOUR MONTH SCHEDULE CHART (FMS)
USER GUIDE**

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The following documentation is an overview of the Four Month Schedule Windows program operation.

RUNNING A CHART FROM WINDOWS

There are two ways to run the FMS chart in the Windows environment:

The first is to double click on the FMS icon. This will load the FMS chart and automatically load the last file opened.

The second way is to click on the FMS icon. Make sure the title under the icon is highlighted. Move the pointer up to File and click. Move the pointer to Properties and click. This will bring up a dialog box that displays the program's name. After the program name, enter the correct path and file name of the file chart to be opened and click on OK. Then move the pointer back to the icon and double click. This will open the chart and the file that was specified in the Properties dialog box.

CREATING A NEW CHART

Move the pointer to the menu bar and click on File. This will reveal the File pulldown menu.

Move the pointer down the pulldown menu to New, and click.

This will display the Options dialog box.

Enter the "Start Month". Valid format is MM/YY. Select the "Chart Type". The "-2 +2 Months" selection will create a chart with a range of two months prior to the "Start Date" through two months after the "Start Date". The "-1 +3 Months" selection will create a chart with a range of one months prior to the "Start Date" through three months after the "Start Date".

OPENING AN EXISTING FILE

To open an existing file, move the mouse to the menu bar and click on File.

This will display the File pulldown menu.

Move the pointer to Open, and click on Open. This opens a dialog box where either the path and filename can be typed, or the file can be found by scrolling through the file box. The file box can access any drive, subdirectory, etc.

Enter the desired path and file. Then move the pointer to **OK** and click, or move the pointer to the file to be opened and double click on it.

TITLES, EVENTS AND OTHER FIELDS

Move the pointer over to the field to be edited, and click on it. This will display an entry box.

Make the entry.

Move the pointer to **OK**, **NEXT** or **CANCEL**, and click.

OK accepts the entry, **NEXT** allows the next field to be edited, and **CANCEL** reverts back to what was previously entered in for that field. **CANCEL** will only cancel the current entry.

Events should be entered in chronological order according to the placement of its milestone(s) eg. the oldest (milestone/event) should reside on the top line of events, and farthest in the future (milestone/event) should reside on the lowest of event lines used.

FOOTNOTES

At the bottom of the chart, there are six editable footnote fields. The three footnote fields on the left side of the chart can accommodate up to 80 characters of text. The three footnote fields on the right side of the chart can accommodate up to 40 characters of text. If the footnotes on the left side of the chart extend past the beginning of the footnotes on the right side of the chart, the footnotes on the right side of the chart will become invisible. This has been implemented so that six short footnote fields or three long footnote fields can be used.

PLACE MILESTONE

Move the pointer to the menubar and click on Edit. Select the option Place Milestone. Position the pointer over the area where the Milestone is needed. Click the left mouse button and the Milestone will appear on the screen.

DELETE MILESTONE

Move the pointer to the menubar and click on Edit. Selecting the option Delete Milestone allows the user to delete a milestone. Position the pointer over the milestone to be deleted, and click the left mouse button. This will delete the milestone. If there is an annotation linked to the milestone, it too will be deleted.

PLACE BAR

Move the pointer to the menu bar and click on Edit and then select menu item Place Bar. Position the pointer at the beginning of where the bar should start. Depress the left mouse button and drag the mouse to the right. Release the left mouse button. This will bring up the *Change Bar* dialog box where the Start date, Progress date and End date can be set.

MOVE MILESTONES

Move the pointer to the menubar and click on Edit. Select the option Move Objects.

To move a milestone, position the pointer over the Milestone and depress the left mouse button. While holding the left mouse button down, drag the mouse (and milestone) to the new position and release the button. The lower left corner of the screen will display the date where the milestone is currently positioned while being moved.

CHANGE BAR / MILESTONE DATES

Move the pointer to the menubar and click on Edit. Selecting the option Change Bar/Milestone Dates allows the user to change the attributes of a bar or milestone. Position the pointer over the bar or milestone to be changed and click the left mouse button. This will display a dialog box where the date, revision level, and various attributes can be changed for a milestone or the Start Date, Progress Date and End Date can be changed for a Bar. The proper date format is MM/DD/YY.

PLACE LATE START LINE

To place a late start line, move the pointer to the menu bar and click on Edit and then select menu item Place Late Start Line. Move the mouse pointer to where the late start line is to begin and depress the left mouse button dragging the line towards the end date. Release the left mouse button. This action will bring up the *Late Start Dates* dialog box. Enter the Start date and End date. When finished, Select **OK** or **CANCEL**. **OK** will accept the changes, and **CANCEL** will abort the operation.

EDIT LATE START LINE

To edit a late start line, move the pointer to the menu bar and click on Edit and then select menu item Edit Late Start Line. Move the mouse pointer to the late start line to edit and click. This action will bring up the *Late Start Dates* dialog box. Edit the Start date and/or End date. When finished, Select **OK** or **CANCEL**. **OK** will accept the changes, and **CANCEL** reverts back to the previous settings.

DELETE LATE START LINE

To edit a late start line, move the pointer to the menu bar and click on Edit and then select menu item Delete Late Start Line. Move the mouse pointer to the late start line to delete and click. This action will delete that Late Start Line.

ANNOTATIONS

An annotation can be made almost anywhere within the chart.

Select Edit Create Annotation. Position the pointer to the bottom left of where an annotation is needed and double click. This will open an entry box.

Type in the annotation, and click **OK** or **CANCEL**. **OK** accepts the annotation, and **CANCEL** prevents the annotation from being made.

and To change the attributes of an annotation, move the pointer to the menu bar, click on Edit. Then click on Edit Annotation. Position the cursor over the annotation and click. This will bring up a dialog box where the various attributes of the annotation can be changed.

If an annotation is in an undesirable location and cannot be moved, delete the annotation by using the annotation dialog box.

MOVE ANNOTATION

Move the pointer to the menubar and click on Edit. Select the option Move Annotations. Position the pointer on the annotation and depress the left mouse button. The pointer will change to a cross hair. Drag the annotation to the desired position. Release the mouse button when the positioning of the annotation is satisfactory.

INSERT LINE

To insert an entire line, move the pointer to the menubar. Click on Edit and then select Insert Line. Move the pointer to where the line is to be inserted and click. A warning box will be displayed indicating that a line will be inserted and line 10 (if it exists) will be deleted. Clicking on **YES** will delete line 10, insert a new line where the mouse click occurred, and move all lines (below and including the line where the mouse click occurred) down 1 line. Clicking **NO** or **CANCEL** will abort the operation. Unlinked annotations must be moved manually.

DELETE LINE

To delete an existing line move the pointer to the menubar and click on Edit. Click on Delete Line. Move the pointer to the line to be deleted and click. A warning box will be displayed indicating that the line will be deleted. Clicking on the **YES** button will delete the line, and move all lines below the clicked position up one line. Clicking on **NO** or **CANCEL** will abort the operation. Unlinked annotations must be moved manually.

MOVE LINE

A line can be moved to replace another line. Select Menu Item Edit, and then select Move Line. This will display a small message box saying "Click on the line to move". Click on "OK" and then click on the line that you want to move. This will display a second small message box saying "Click on the line to replace". Click on the line that is to be replaced. Selecting **CANCEL** in either of these two message boxes will abort the operation.

LINK ANNOTATIONS

An annotation can be linked to a milestone. To do this, select Links Link Annotation. A dialog box will appear instructing you to click on the milestone to be linked. Select OK and click on the milestone. A second dialog box will appear instructing you to click on the annotation. Select OK and click on the annotation. A third dialog box will appear asking if the link should be visible or not. Select "YES" or "NO". A visible link draws a line between the milestone and the annotation. Annotations that are linked to milestones will travel around with the milestone if the milestone is moved in any way.

CHANGE LINKS

To change a link, select Links Change Link. Click on the milestone whose link is to be changed. This will bring up a dialog box with the selections Visible, Not Visible, or Remove Link. Select the appropriate radio button and click OK.

OPTIONS

Position the pointer over the menubar and click on Format. Then click on Options.

Refer to the section on "NEW" for changing the Options.

SAVE/SAVE AS

To save a file, position the pointer on the menu bar. Click on File, then click on Save or Save As.

The option "Save As" allows you to save the file using any legal file name and path.

The option "Save" saves the current file to the current file name.

If the current file is new and has never been saved, the "Save As" dialog will appear.

All files will be saved with a ".FMS" extension by default.

ERROR BOXES

Error Boxes can be displayed for several reasons:

OPENING A FILE:

If you type in the wrong file name, an invalid file name, or the file cannot be found, then an error box will appear.

ENTERING AN INVALID DATE:

If you enter an incorrect date in a dialog box, an error box will appear. Valid date format is MM/YY for "Start Month" and MM/DD/YY for Milestone dates.

WARNING BOXES

A warning box will be displayed if the user has made changes to a file and:

- tries to open another file without first saving the current file.
- tries to create a new file without first saving the current file.
- tries to quit without saving the current file.

The warning box asks the user if they would like to save the file. The correct responses are either **YES**, **NO**, or **CANCEL**. **YES** saves the changes. **NO** continues on without saving the file. **CANCEL** aborts the operation.

A warning box will be displayed if the user attempts to save a new file to an existing file name.

The warning box asks the user if the existing file should be overwritten. **YES** overwrites the file, **NO** and **CANCEL** allow the user to enter a new file name.

DELETE

To delete a file, position the pointer on the menubar. Click on File, then click on Delete. This opens a dialog box where either the path and filename can be typed, or the file can be found by scrolling through the file box. The file box can access any drive, subdirectory, etc.

Enter the desired path and file to be deleted, or move the pointer to the file to be deleted and click. Move the pointer to **OK**, and click. This action displays another dialog box as a safety measure to ensure that the user really wants to delete the selected file. **CANCEL** aborts the operation, **OK** deletes the file.

PRINTER SETUP

To access the Printer Setup, Move the pointer to the menubar and click on File. Move the mouse to Printer Setup and click. This will bring up a dialog box where the printer modes can be changed. Make sure the printer is set up for "Landscape" before printing.

PRINTING

Move the pointer to the menubar and click on File. Move the mouse to Print and click. This will print the chart on the Windows default printer. Before printing, ensure that the printer setup for HP LaserJet II has been set to Landscape mode.

EXIT

To exit an existing file, move the pointer to the menu bar and click on File. Move the pointer to Exit, and click on Exit.

If the file has no new changes, then the program will terminate.

If the file has unsaved changes, a warning box will appear and prompt the user to save the current file.